



## Financial Systems

**DATE:** May 16, 2008

**AREA:** HCM – Budget  
Financials – Budget Control (Commitment Control)

**TOPIC:** Department Budget Table Copy-Up Process for New Fiscal Yr

**EFFECTIVE:** May 27, 2008

**MESSAGE:**

In preparation for the new fiscal year, a process will be run during the month of May that will affect the Department Budget/Combination Code Tables for the new 2009 fiscal year.

On May 27<sup>th</sup>, the Copy-Up Process will be run that inserts a future dated row of 7/1/08 for fiscal year 2009 in the Department Budget Table by copying the current 7/1/07 row of data. The new rows will reflect the new fiscal year. Running this process at the end of May gives end users ample time to make data changes on a new future dated row.

Please refer to business processes 7.2.2 Updating Funding for Departments updating the 07/01/08 future dated row or inserting a row prior to the future dated row, respectively.

**\*Please do not build any rows with an effective date greater than 06/30/2008. Any row dated 7/1/2008 or after will be deleted from the Department Budget Table prior to the Copy-Up process being run.**

Prior to the Copy-Up Process do not create Combination Codes with Effective Dates that are greater than the current Pay Period. When creating a new Combination Code, it is important to use an Effective Date that is equal to or prior to the Department Budget Table Effective Date and Pay Begin date of the pay cycle when it goes into effect (include any lag payrolls). When payroll is confirmed, the system reads the Pay Begin and Pay End dates of the payrolls being confirmed, the Effective Date in the Department Budget Table, and then the Effective Date in the Combination Code Table.

Once the Copy-Up Process has been run, you may create new Combination Codes with 07/01/08 Effective Dates to correspond to the new FY09 rows on the Department Budget Table.

Combination Code and Department Budget Table Lessons/Business Processes may be found in the HCM User Productivity Kit (UPK) using the following url:

<http://route88upk.state.ga.us>

**QUERIES**

- OHR090 – Combination Code Table
- OHR091 – Department Budget Table

**ACTION:**

N/A

**ADDITIONAL INFORMATION/RESOURCES:**

N/A

**QUESTIONS:**

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